

### **Oxnard College Mission Statement**

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

As a unique and accessible community resource, our mission is to provide and promote student learning:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development; and
- Opportunities for lifelong learning.

Oxnard College intends to lead its community to fulfill its highest potential.

### **AUTHORITY**

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College.

### **PURPOSE**

The Distance Education Committee exists to meet the instructional, communication, computing and research needs of the students, and faculty of Oxnard College. The mission of the Committee is to focus on the delivery of distance education and its environment be it Web or TV enhanced courses to fully online, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

### **GOALS**

- To provide a collaborative venue for shared leadership determining the distance education needs of the College to sustain teaching and information management.
- To plan for the incorporation of various technologies in the teaching and learning activities at the College.
- To advise the College and individuals about technological matters pertaining to teaching and learning and information management specific for distance education courses.
- To help in establishing policies and procedures that can sustain and manage the existing distance education infrastructure and delivery.
- To author, revise, and oversee the College's Distance Education Master Plan as this committee goes forward in its establishment (not yet developed at the beginning of the committee's existence in Fall 2009)
- To review, advise, and approve all distance education appendix forms for the Curriculum Committee.
- To advise the Curriculum Committee and other shared governance committees on all distance education issues.

## **OXNARD COLLEGE DISTANCE ED COMMITTEE**

### **MINUTES FOR THE MEETING OF THE DISTANCE ED COMMITTEE March 3, 2011**

**2:30 P.M. in the LS Conference Room**

### **Members Present**

Bola King-Rushing, Kitty Merrill, Linda Kamaila, Teresa Bonham, Marji Price, Christiane Mainzer, Elissa Caruth, Bret Black, Diane Eberhardy

### **Welcome/Announcements**

D2L 9.2, Bola informed the group about the latest D2L version. He told us about the new features and the rollout. Test group will get newest version for testing at the end of the month. If the district adopts new version, the rollout district wide will occur at term's end.

Senate, Teresa informed the group about the praise from senate on our accomplishments and about the status of presenting the teaching form to senate for their approval.

### **Review of the Minutes**

Minutes were reviewed and approved.

### **Agenda Items**

1. The group reviewed the following DE Appendices:

- ACCT\_R001
- ACCT\_R002
- ACCT\_R003
- ACCT\_R101
- ACCT\_R102
- ACCT\_R103
- DMS R101
- DMS R142
- DMS R144
- DMS R145
- DMS R146
- DMS R150

All submitted appendices required revision. The DMS feedback was given to the author in the meeting and Teresa will give the ACCT courses author their feedback.

2. Discuss DE proposal--Teresa informed the group about a meeting with Robert Cabral. Robert told Teresa that DEC can

#### EXPECTED OUTCOMES

- A venue for the College community to discuss planning and resources related to issues involving distance education delivery, enhancement, and student success in the distance education environment.
- A completed Distance Education Plan.
- Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems in regarding to distance education delivery.
- A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems in regard to distance education.
- A source of information to the college campus for professional development training for faculty teaching distance education, and for programs and projects that support students development and success in distance education.

apply for money to help train faculty in distance ed, more specifically in paying for @One courses. Group suggested asking for \$1000 for the year to train current and new online faculty.

a. Faculty teaching sheet—Teresa discussed how the teaching sheet is now with senate and we are waiting until the senate to give us feedback.

b. Mentors—group looked at the prequalification listing. Mentors volunteered to work with people in need. Bola has mentor list. The group agreed to have an informal mentor program.

3. Pre-qualification & training of faculty and acceptance of training from MC and VC, Bola led the discussion on this issue. The group agreed to accept those deemed prequalified at our sister colleges. The group hopes the other colleges will accept our prequalified people as well.

4. DE high-t(echnology) spring training schedule. The next h-t will be 3/10 and the topic is accessibility online.

5. Open discussion: Distance ed. Plan, Teresa informed the group that we have to create a distance ed plan and she asked the group to think about it. She also shared a template for a plan based on research of other college's plans.

6. Elissa discussed dissatisfaction with the online course notes and the class schedule information for online students. DEC recommendations were forwarded to Erika for approval.

#### Meeting Schedule

~~9/2~~

~~10/7~~

~~11/4~~

~~12/2~~

~~2/3/11~~

~~3/3~~

4/7

5/5